



**Community Development**  
**Building Division**  
**One North San Antonio Road**  
**Los Altos, California 94022-3087**  
**(650) 947-2752**  
**Fax (650) 947-2734**

## **PRE-CONSTRUCTION REQUIREMENTS**

DATE: \_\_\_\_\_

CONTACT:

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(Name) \_\_\_\_\_ (Email) \_\_\_\_\_ (Phone#) \_\_\_\_\_

**SITE ADDRESS:**

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Building Division initials and  $\checkmark$  below indicates required compliance  
 and must be completed prior to Building permit issuance

<u>Bldg Verification</u> (Initials)	$\checkmark$ Required	<u>Required Service</u>	<u>Date</u>	<u>Signature &amp; Title</u> (Utility Co./Division)
		Electrical Service – Service Conductors De-energized		
		Gas Meter – Meter Pulled Only		
		Gas Meter – Terminated at Property Line		
		Gas Meter – Terminated at PG&E Designation		
		Planning – Tree Protection <i>(Contact the Planning Division for details 650-947-2750)</i>		
		<u>Recycling &amp; Debris</u> - attach copy of invoice/contract Verified Mission Trails <input type="checkbox"/> <i>(Attach a copy of invoice from Mission Trail)</i> City Approved Recycling Facilities <input type="checkbox"/> <i>(receipts due to City prior to demolition final on new buildings and prior to sheet rock inspection on additions/renovations)</i>		
		Bay Area Air Quality Management <i>(Attach a copy of J# letter from BAAQMD)</i>		J#
		School Receipts Required <i>(Copy of school fee receipts due prior to Building permit issuance)</i>		